

COURT FACILITIES COORDINATOR

DEFINITION

Under direction, plans, designs and coordinates construction of Court facilities; acts as liaison with County on specific projects or facility problems; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class is responsible for complex projects requiring an in-depth knowledge of architectural design, building/construction codes and coordination with the County.

ESSENTIAL FUNCTIONS

1. Assists with the planning and coordination of facility management projects in court districts.
2. Performs space planning needs assessment; surveys site; produces or oversees production of drawings; interprets user needs and meets with work unit staff and managers to reach consensus on office needs; ensures plan meets County building codes and ADA requirements.
3. Prepares schedule and plan for implementation of office remodeling; responds and resolves furniture installation problems; coordinates the work of vendors and trades people; conducts final inspection and ensures needed adjustments are made; processes paperwork for vendor payments.
4. Prepares design and construction documents for remodeling projects; reviews consultant designs and construction documents for functionality and quality; monitors work on construction programs; ensures code adherence and ADA compliance.
5. Supervises, schedules, assigns, trains and evaluates facilities staff.
6. Receives and processes facility maintenance, custodial and grounds maintenance requests for all court districts; prepares facility maintenance requisitions and requests for furniture, supplies and services.
7. Assists with facility maintenance and CIP budget; maintains and prepares monthly statistics and accomplishment reports.

1. Prepares reports regarding scope of work, cost estimates, and project summaries; controls budget and project schedules.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in architecture, architectural engineering or related field and three years of increasingly responsible experience in architecture design and construction or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience with major construction such as public buildings is highly desirable.

Knowledge of

Principles and theory of master planning; professional architectural practice, law and ethics; principles and practices of architectural design; materials and methods used in building construction projects; planning principles related to environmental law, zoning and development; state contract law; structural, mechanical and electrical engineering as related to buildings; principles and practices of space planning; supervision methods and practices; principles and practices of project management; techniques for preparing bid documents and technical specifications; materials and methods used in trade work; court procedures for contract administration and procurement; negotiating techniques; budget techniques; safe work practices.

Ability to

Review and utilize existing facilities and make recommendations for more efficient, economical and functional utilization of space; plan and implement projects; use standard business computer applications; manage multiple projects simultaneously; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with Court staff, vendors, trades people, and County staff; complete time-sensitive projects; coordinate consultants in design and construction projects; provide technical guidance to facilities staff; detect errors and discrepancies in contract plans and specifications; use computer-aided drafting programs to do architectural design.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00